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ABSTRACT

An outline of reference works on history is presented, with emphasis on those bibliographies which provide appropriate research tools and methodologies without restriction to a particular library. The guide is presented in six sections. Section I identifies guides to bibliographies and sources of bibliographies including standard historical bibliographies, complete and/or selective bibliographies, and evaluative and/or descriptive works. Section II suggests references which explain how to update and evaluate a bibliography by examining factors such as date of compilation, bias of author, and type of material missing from the compilation. Section III stresses the importance of special library catalogues. Section IV explains how to use bibliographies compiled by various national bibliographic systems to provide information on specific subjects. Sketches of national bibliography compilations of the United States, Great Britain, France, and Germany are presented. Section V recommends research handbooks which discuss the basic design and mechanics of card catalogues. The final section offers information on using Interlibrary Loan and the Center for Research Libraries. (DB)

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Monograph Bibliography Building in History

by

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When compiling a bibliography the scholar seeks the most appropriate materials without restriction to a particular library. For monographs, this guide discusses the tools and methodologies required to satisfy this need.

The reference works outlined below are arranged in a logical sequence; but may not necessarily be in an order appropriate for your research. Nonetheless, you should understand what follows before disregarding any section or step. How much of what follows will be of use to you depends upon the nature, scope, and comprehensiveness of your research.

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I. Guides to Bibliographies and Sources of Bibliographies

The first step in compiling a bibliography is to identify bibliographies that may already have been done on the subject. A bibliography is a list of books or other materials which have some relationship to one another. It may be complete or selective, evaluative or descriptive, or both. It may be found in a variety of formats: in periodicals, reference books, at the end of a book, at the end of an encyclopedia article, or as a separate publication, etc. Locating a fine bibliography may save you the tedious and often demanding task of compiling one yourself.

Listed below are tools fundamental to this effort. They list many important guides to bibliographies and identify many important bibliographies themselves. In them you will discover such standard historical bibliographies as: America: History and Life, Jahresberichte der Deutschen Geschichte, and Répertoire bibliographique de l'histoire de France. While you read through this guide keep in mind the need to supplement much of what is sketched with guides such as those cited below. The nature and scope of your work will determine which guides are most appropriate. Sheehy's Guide to Reference Books, however, is always a good place to start.

Ref
Z
1002
M41
1976

Malclès, Louise-Noëlle. Manuel de bibliographie. 3. ed. entièrement refondue et mise à jour par Andrée Lhéritier. Paris: Presses Universitaires de France, 1976.

An annotated guide to the study and use of bibliographies listing selected general and specialized bibliographies in all fields. Though international in scope, French works are emphasized. Of special interest is the discussion of national bibliographies from the 16th century to the present. Specifically discussed are the national bibliographies of: France, (very, detailed), Germany (detailed), Beligium, Spain, the United States, Canada, Great Britain, Italy, Luxenbourg, the Netherlands, and Switzerland. Also discussed are specific historical bibliographies for these nations.

A detailed table of contents and two indices: author/title and subject are included.

Ref.
Z
1002
M4

Malclès, Louise-Noëlle. Les sources du travail bibliographique. Genève, E. Droz; Lille, Giard, 1950-1958. 3v. in 4.

Far more detailed than the above and not limited to bibliographies. Included are: encyclopedias, atlases, texts, important periodicals, collections, etc. International in scope, its coverage of national bibliographies, v.1, and historical works, v.2, pt. 1, is extensive. Each volume has a title/author/subject index and detailed tables of contents are provided.

Ref.
Z
6201
P65

Poulton, Helen J. The Historians Handbook: A Descriptive Guide to Reference Works. Norman: University of Oklahoma Press, 1972.

Surveys an impressive variety of reference tools in history and allied disciplines. Chapters cover manuals, encyclopedias, indexes, bibliographies, etc. and the table of contents is further divided geographically and topically. Annotations of specific items, however, are seldom as detailed as those in Sheehy. An index of covered titles as well as a general subject-author index is included.

Ref.
Z
1035.1
S43

Sheehy, Eugene P., compiler. Guide to Reference Books. Chicago: American Library Association, 1976.

The reference worker's "bible", this tool is a guide to over 12,000 reference books and bibliographies. Titles are arranged in chapters under broad subject headings which are futher subdivided. Additional access is provided by an excellent subject, author, and, when appropriate, title index. Bibliography is a sub-heading which appears under topics and the names of countries. In addition, the components of the national bibliographies of many nations are discussed. Citations include complete bibliographic information, annotations, and suggested Library of Congress call numbers. Between editions, kept current by supplements and annotated lists published in the January and July issues of College and Research Libraries.

Ref.
Z
1002
T68
1972

Totok, Wilhelm, Weimann, Karl-Heinz, and Weitzel, Rolf. Handbuch der bibliographischen Nachschlagewerke. 4., erw., vollig neubearb. Aufl. Frankfurt am Main, V. Klostermann, (1972).

Intended for students and far less extensive than the other guides mentioned in this section. The section on national bibliographies is well organized and covers: Germany (detailed), Austria, Switzerland, Netherlands, Denmark, Norway, Sweden, Finland, Great Britain, the United States, France, Belgium, Italy, Spain, Portugal, Poland, Czechoslavkia, Hungary, Yugoslavia, Rumania, Bulgaria, and the USSR. A detailed table of contents in German, English, and French and an author/title index are provided.

Ref.
Z
1035
W252

Walford, Albert John, ed. Guide to Reference Material. 2d. ed. London: Library Association, 1966-1970. 3v.

Similar to Sheehy and international in scope but with emphasis on items published in Britain, especially on: law, Parliament, education, and local history. "Hidden" bibliographies appearing in periodicals or as parts of books as well as entries for leading reviewing journals are included. In all, over 13,000 publications are mentioned. Indispensable for the study of Great Britain and as a guide to British government documents. Historical materials for Britain are arranged under counties. An author/subject/title index is provided; but subject indexing is not as precise as that found in Sheehy.

Ref.
Z
7161
W49
1973

White, Carl M., and Associates. Sources of Information in the Social Sciences; A Guide to the Literature. 2d ed. Chicago, American Library Association, 1973.

This work is of far greater use to the novice than the experienced bibliographer. A chapter is devoted to History. Included are a bibliographic essay written by a specialist which identifies some of the major works in the field and its subdivisions: ancient history, Byzantine history, medieval history, etc. and an annotated list of reference tools. The former feature is somewhat useful as a supplement to the A.H.A.'s outdated Guide to Historical Literature and the latter is a good supplement to the other guides cited in this section. An author, subject, and title index is provided.

Historical tools which serve both as bibliographies and guides to bibliographies are listed below. There are, of course, many others.

Ref.
Z
6201
A55

American Historical Association. Guide to Historical Literature. N.Y.: Macmillan, 1961. Similar in plan and a successor to: George Matthew Dutcher, ed. A Guide to Historical Literature. N.Y.: Macmillan, 1931. (Ref.Z6201.G94)

A selected annotated bibliography of monographs and source materials, arranged in broad subject and country groupings. Within each section materials are arranged by form: bibliographies, encyclopedias and dictionaries, general and specialized histories, biographies, etc. [Suggest: This guide provides an excellent starting point in the search for bibliographies.] Though the emphasis is on English language material there is much in foreign languages as well. The 1931 guide lists available book review citations for cited works.

Ref.
Z
1236
H27
1974

Freidel, Frank, ed. Harvard Guide to American History. Rev. ed... with the assistance of Richard K. Showman. Cambridge: Belknap Press of Harvard University Press, 1974. 2v. The first edition of 1954 was the successor to and a revision of Channing, Hart, and Turner's Guide to the Study and Reading of American History (1912).

About a third of the entries are new to this edition. Both books and journals are cited. When available, citations for bibliographies follow each topic's listings. Entries in v.1 are arranged by topic: Research Methods and Materials, Biographies and Personal Records, Comprehensive and Area Histories, and Histories of Special Subjects. In turn these topics are broken down into finer groupings which are in turn broken down again. The result is well organized bibliographies of crucial material. The arrangement of v.2 is chronological but otherwise the same design as v.1. Access is provided by a detailed table of contents at the beginning of each volume and separate name and subject indexes (the former including entries for authors of specific books and articles cited) in v.2. This tool is absolutely indispensable for the student of American History.

Though now dated a still very important bibliography of bibliographies for the student of American History is:

Ref. Z 1236 A1B4 — Beers, Henry Putney. Bibliographies In American History: Guide to Materials for Research. N.Y.: Wilson, 1942.

A classified list of more than 11,000 bibliographies. Complete bibliographic citations but not annotations are provided. An author/subject index is included.

The Americanist should also consult:

Ref. Z 1215 A2T35 — Tanselle, George Thomas. Guide to the Study of United States Imprints. Cambridge, Mass.: Belknap Press of Harvard University Press, 1971. 2v.

A powerful guide for locating bibliographies of primary source material. This fine tool is introduced by 42 pages of exposition on American bibliography. Its 142 page index cites names and subjects, and in nine well defined categories bibliographies, checklists, and supplementary studies are listed for: Regional Lists, Genre Lists, Author Lists, Copyright Records, Catalogues, the Book-Trade, Studies of Individual Printers and Publishers, and General Secondary Studies.

The works listed under these categories answer or help answer the following types of questions: What material has been published in a specific area of the nation during a specific time period? What bibliographies exist for American dramatic productions between 1831-1900? What bibliographies exist for etiquette books published in America before 1900? What are the most extensive bibliographies of the works of Thomas Bailey Aldrich? What catalogues and bibliographies exist for the collections of the American Antiquarian Society? What books were published in Boston between 1789-1840? What sources discuss the colonial book trade of Boston?

In addition, the components of the national bibliography of the United States are discussed in the beginning of v.1.

Unfortunately, though these tools are of major importance, they may at any time be replaced by more comprehensive and current works.

Tools of a broader scope that should always be consulted when searching for pertinent bibliographies are listed below.

Ref. Z 1002 B38 1965 — Besterman, Theodore. A World Bibliography of Bibliographies and of Bibliographical Catalogues, Calendars, Abstracts, Digests, Indexes, and the Like. 4th ed., rev. and greatly enl. Lausanne, Societas Bibliographic, (1965-66). 5.v.

The most extensive and up-to-date international classified bibliography of separately published bibliographies. Included are bibliographies of: books, pamphlets, broadsides, periodicals as well as catalogues of special libraries and collections. Arrangement is by subject with an author index; cross references are included and collective headings have been created when deemed necessary. In all, over 117,000 items are grouped under over 16,000 headings.

To update Besterman consult the various compilations of the Library of Congress Subject Catalog (Ref.Z881.A1C325). An excellent time saver in this process, which covers ten years beyond Besterman, is:

Ref. Z 1002 T67 — Toomey, Alice F., compiler A World Bibliography of Bibliographies (1964-1974); A List of Works Represented by Library of Congress Printed Catalog Cards: A Decennial Supplement to Theodore Besterman A World Bibliography of Bibliographies. Totowa, N.J.: Rowman and Littlefield, 1977. 2v.

Covers the years indicated only in so far as Library of Congress catalog entries were available. Apart from new works, includes post-1963 reprints or later editions of titles listed in Besterman, as well as supplemental or later volumes. Entries are arranged alphabetically by author or title main entry under appropriate subject headings following, with some modifications, Library of Congress Subject Headings. Cross references are provided

Another important tool which can be used to update Besterman is Bibliographic Index. It covers bibliographies published separately as well as those appearing as parts of books, periodicals, etc. Note also that journal indexes will index the bibliographies that appear in the publications they cover as will, of course, America: History and Life (Ref. Z1236.A482), which since 1974 has included a subject bibliography of articles, books, and dissertations cited during the previous year, and Historical Abstracts (Ref. D229.H5).

Ref. Z 1002 B594 — Bibliographic Index: A Cumulative Bibliography of Bibliographies, 1937- .N.Y.: Wilson, 1938-

One thousand to 1,900 periodicals are scanned regularly, including books and pamphlets, many in Germanic and Romance languages. Material published in English, however, is emphasized. Only bibliographies that include fifty or more citations have been indexed.

A convenient tool if the subject is an individual is:

Ref. CT 100 S46 — Biography Index: A Cumulative Index to Biographical Material in Books and Magazines. N.Y.: Wilson, 1947- .v.1- .

Books, collective biographies, incidental biographical items, and periodicals are indexed for biographical material - primarily of Americans. Among the items cited are bibliographies.

And, of course, do not neglect the bibliographies of outstanding books which treat the topic under consideration. Note that both Biography Index and Bibliographic Index will cite such works. Also not to be forgotten are the bibliographies found in dissertations. Though Lockwood Library does generally not purchase dissertations, exceptions may be made, and they are available, in most instances, from University Microfilms. SUNYAB belongs to the Center for Research Libraries, and it is the policy of CRL to purchase foreign dissertations when requested by member institutions for loan to them. It should be noted, however, that the Center's program is limited to foreign doctoral dissertations. American and Canadian dissertations are not purchased and neither are master's theses, American or foreign. Dissertations may be located by computer at Lockwood Library as well as by consulting manually:

Ref. Z 5055 U5058 — Comprehensive Dissertation Index, 1861-1972. Ann Arbor, Michigan, Xerox University Microfilms, 1973. 37v. Annual supplements. 1973-

A subject/keyword and author index to dissertations which have appeared in Dissertation Abstracts International (Ref. Z 5055.U5253) and in other dissertation indexes. For dissertations approved too recently to appear in CDI consult the indexes to DAI itself.

Also, consult the more accurate: Kuehl, Warren F., Dissertations In History: An Index To Dissertations Completed In History Departments Of United States And Canadian Universities, v.1, 1873-1960; v.2, 1961-1970 (Ref. Z6201.K8).

In addition to the above, the various sources used for identifying foreign dissertations are discussed in Sheehy. The following in-house guide is also quite useful. Inquire at the Interlibrary Loan Department or the Reference Desk.

Kroll, Rebecca. Dissertations and Interlibrary Loan. Interlibrary Loan Information Leaflet #2. SUNYAB: Lockwood Memorial Library, n.d.

Discusses the availability for loan of dissertations from American, Canadian, and foreign universities. Also, included is an annotated bibliography of tools which list foreign and domestic dissertations.

Note that University Archives (4th floor Capen Hall) has a collection of dissertations done on Buffalo written at UB as well as at other institutions. MA theses and papers have also been collected.

II. Updating a Bibliography

Presumably you have now located at least a few bibliographies appropriate for your research. Always be alert to the dates of compilation of the bibliographies you find and be prepared to update them. And, of course, always examine them with a critical eye. What types of material are they missing? Do all cited authors have the same political, philosophical, or scholarly orientation? Is material published only in the United States cited, etc.? If your task is simply to update a bibliography of monographs consult CBI or its foreign equivalents or the appropriate library catalogs, national bibliographies, or book trade directories discussed in Section IV. Finally, a regular perusal of pertinent scholarly journals is of great importance.

Ref.
Z
1215
U5

Cumulative Book Index, A World List of Books in the English Language, 1928/32- . N.Y.: Wilson, 1933- .

A comprehensive annual listing of books and pamphlets, in English, published in the United States and Canada and a selection of publications from other patts of the English-speaking world.

In addition, for many nations it is possible to determine which books are "in print". The tools which allow this to be done are generally searchable by author, title, and subject. Cited below are "books in print" and "forthcoming books in print" tools for the United States.

Ref.
Z
1215
P972

Books in Print: An Author-Title-Series Index to the Publishers' Trade List Annual, 1948- . N.Y.: Bowker, 1957- . Annual.

Ref.
Z
1215
P973

Subject Guide to Books In Print: An Index to the Publishers' Trade List Annual, 1957- . N.Y.: Bowker, 1957- . Annual.

Both are designed to give complete information necessary for ordering including price. The Subject Guide conforms to the subject headings and cross references assigned by the Library of Congress. Works to which LC does not assign subject headings such as: fiction, drama, and poetry are not indexed. A directory of publishers' addresses is included.

For books announced but yet to be published access is provided by:

Ref.
Z
1215
P972
F6

Forthcoming Books, Now Including New Books in Print; A Forecast of Books to Come..., 1966- . v.1- . Bimonthly.

Ref.
Z
1215
P972
F62

Subject Guide to Forthcoming Books, 1967- . v.1- . Bimonthly.

Same design as Books In Print (BIP) and offers information on titles scheduled for publication in the next five months. Each issue overlaps and updates the preceeding one.

III. Special Library Catalogues and Bibliography Building

An extremely valuable resource--usually overlooked--is the consultation of the printed book catalogues of individual and national libraries. The card catalogue of a library is nothing less than a bibliography of its holdings. The value of the catalogue of a library particularly strong in a specific area is that it will pull together material pertinent to its collecting mission. In short, special libraries and research libraries with special strengths aim at comprehensiveness. Research libraries generally collect the printed catalogues of such libraries, and Lockwood has a large and growing collection of these catalogues. To easily determine the catalogues Lockwood owns consult the following guide which is available at the Reference Desk. Though somewhat outdated, it is a good place to begin.

Ref. Desk — Drost, Jerome. A Directory of G.K. Hall and Company Research Catalogs in The University Libraries. SUNYAB: Lockwood Memorial Library, 1971.

Lists over 110 catalogs available at the University's libraries. The majority are in Lockwood Library. Access is provided by a subject/institution index. Among the subject headings are: African and Afro-American Studies, American Studies, History and Geographical Studies, and Latin American Studies. Annotations discussing the scope and arrangement of each tool follow its citation. In addition, Greenwood Press has begun to publish library catalogues, and Lockwood has acquired the catalogues of the American Antiquarian Society, the American Philosophical Society, and the Wisconsin State Historical Society.

If you are able to travel, consult the following to determine libraries which are particularly strong in the areas which interest you.

Ref. Z 668 A2A8 — Ash, Lee and Denis Lorenz. Subject Collections: A Guide to Special Book Collections and Subject Emphasis as Reported by University, College, Public, and Special Libraries in the United States and Canada. 5th edition. N.Y.: Bowker, 1978.

For complete coverage, the 4th and 5th editions should be consulted together. They are shelved in the same location. Arranged alphabetically by subject and then geographically. There are over 40,000 references. Designed to indicate which libraries are strong in specific subject areas. Note that for Canada there is also a tool entitled: Research Collections in Canadian Libraries (Ref. Z735.A1N37).

Ref. Z 789 L4 — Lewanski, Richard C., Comp. Subject Collections in European Libraries. N.Y.: Bowker, 1978.

Designed as a companion to Ash, this directory concentrates on the libraries of northwestern Europe. Over 6,000 libraries are cited. Arranged in a classified manner according to the 18th edition of Dewey. A subject index is provided.

IV. Sketches of Four National Bibliographies.

If you wish to survey the entire range of printed monographic material on a subject you are compelled to use the components of the national bibliographies of nations likely to have published or collected material on your subject. A nation's national bibliography is a record of the books published in that country. And one of the most convenient components of any national bibliography is the catalogue of its national library. As you read the discussion that follows this will be immediately evident.

The guides discussed in Section I explain the national bibliographies of many nations and should be referred to in order to complement this guide. However, three works, each of which in its own way facilitates an understanding and awareness of developments in this area are:

Ref.
Z
1002
C7
1968

Collison, Robert Lewis. Bibliographies, Subject and National: A Guide to Their Contents, Arrangement and Use. 3rd. ed., revised and enlarged. London: Lockwood, 1968.

Simple sketches and a chart are offered for the national bibliographies of: Great Britain, France, Germany, and the United States.

Ref.
Z
1002
S96
1975

Pomassl, Gerhard and a working groups of the Deutsche Bucherei, compilers. Synoptic Tables Concerning the Current National Bibliographies. 2d rev. ed. Berlin; Leipzig: Bibliotheksverband der Deutschen Demokratischen Republik, Deutsche Bucherei, 1975.

Not to be used for the history of a nation's national bibliography, but only to identify its current method of recording. Arranged by continent and then alphabetically by country. For each nation book production figures for 1967/68 (or as indicated) and the system of legal deposit are noted and for each component of a nation's current national bibliography: editor/compiler, title, frequency, scope, arrangement, indices, bibliographical description, titles per volume, etc. are provided.

Ref.
Z
1008
U54

Bibliographical Services Throughout the World. Paris: UNESCO. 1953- .

Details the bibliographical services of 120 countries. Compiled from data supplied to UNESCO by national commissions on bibliography and from information contained in UNESCO's bulletin Bibliography, Documentation, Terminology.

A special note on microform collections:

Much material at Lockwood Library is available in microform collections, some of which directly correspond with the bibliographies which help to compose a national bibliography. I have cited these collections when appropriate. When using them rely upon their guides and bibliographies for certainty of access. They are located, unless otherwise indicated, in the Current Periodicals/Microforms Department of Lockwood Library. Microforms and a limited number of microform readers are available for loan to patrons. It is also possible to make photocopies in this department of material on microfilm and microfiche.

For a dated but still useful list of microform collections available at SUNYAB and Buffalo State, consult the two volume in-house work entitled Microform Resources available at the Lockwood Reference Desk and in Current Periodicals/ Microforms. For potential availability on Interlibrary Loan consult the Center for Research Libraries' catalogues and handbook (see Section VI) and such sources as Major Microforms in the Five Associated University Libraries, 1973 (Ref. Z1033.M5J4).

A. United States

The National Union Catalog, the catalog of the Library of Congress and reported holdings of other libraries, is the first place to look for information about a book no matter where, when, or in what language it was published. Most books published abroad that are likely to be of interest even to the most specialized scholar find their way into the Library of Congress.

For many years large research libraries have regularly, though imperfectly, reported their holdings, particularly foreign titles, to the Library of Congress. The result has been the creation of a national union catalog - a catalog more comprehensive than the holdings of the Library of Congress.

Until recently, this was simply a massive file of cards, but during the last decade, most of the pre-1956 file was photocopied and published. Published by the British firm Mansell, this set is known as Mansell or Pre-56 Imprints (Ref. Z881.A1U518). It is the first place to look for a book published before 1956. The set has progressed in 234 volumes as far as "Verrill." For works published in 1956 or later consult the Catalog of Printed Cards and appropriate cumulations or annual volumes (Ref. Z881.A1U3722).

Subject access to the holdings of the Library of Congress, now over 17,000,000 books and pamphlets alone, is provided by the Library of Congress Catalogs - Book Subjects (Ref. Z881.A1C325). Begun in 1950 this tool is a cumulative subject index or bibliography of books received and cataloged by LC as represented by printed cards. Until 1972 currently cataloged items with imprints before 1945 were excluded; however, since 1972 all cards printed for publications currently cataloged or recataloged have been included. Contained are entries for: books, pamphlets, periodicals and other serials and maps and atlases in both western and eastern languages. The subject headings employed are those enumerated and explained in Library of Congress Subject Headings. (Ref. Z695. U4749) and supplements.

Students at SUNYAB are extremely fortunate to have a number of microform collections at their disposal which fill in significant segments of the nation's national bibliography. They are listed below.

Ref.
Z
1215
E92

Evans, Charles. American Bibliography; A chronological Dictionary of All Books, Pamphlets and Periodical Publications Printed in the United States of America From the Genesis of Printing in 1639 Down to and Including the Year 1800; With Bibliographical and Biographical Notes. Chicago; pr. for the author, 1903-1959. 14v.

Ref.
Z
1215
S48

Shaw, Ralph Robert and Richard H. Shoemaker. American Bibliography: A Preliminary Checklist for 1801-1819. N.Y.: Scarecrow, 1958-1966. 22v.

Readex Microprint has reproduced the contents of these two important components of the nation's national bibliography on microcard. The collections are known as: Early American Imprints, First Series, 1639-1800 (Evans) and Early American Imprints, Second Series, 1801-1819 (Shaw/Shoemaker). Though not available at SUNYAB they are available at Buffalo State. Evans has subject access.

For items not listed in the card catalogue, and for research purposes, the Americanist will also want to consult the bibliographies and catalogues, and their corresponding microform collections, listed below.

MIC
Z
1231
F4
W942
also
Ref.

Wright, Lyle Henry. American Fiction, 1774-1850; A Contribution Toward a Bibliography. 2d. rev. ed. San Marino, California: Huntington Library, 1969.

MIC Z 1231 F4 W942 also Ref. (Continued)

_____. American Fiction, 1841-1875. 1965

_____. American Fiction, 1876-1900. 1966.

10,827 of the titles located in this three volume bibliography, representing over 99% of Wright's citations, have been reproduced on microfilm in: American Fiction, 1774-1900, (Research Publications). This collection is in Lockwood Library. A cumulative author index is available and should be used for access if searching for a specific item.

The student of social and cultural history will find the following bibliography particularly valuable.

MIC Z 1215 A585 also Ref.

Weimer, David R. Bibliography of American Culture, 1493-1875. Ann Arbor, Michigan: University Microfilms, 1957.

6,500 works are cited and arranged under 22 subject catagories. These items are reporduced on microfilm in: American Culture Series I and II (University Microfilms). Not analyzed in the card catalogue. Available at Lockwood Library.

An excellent collection with truly outstanding access tools is listed below. It is not based upon a pre-existent bibliography; but it contains many extremely rare and valuable works.

MIC Z 1236 L52 also Ref.

Library of American Civilization. Chicago: Library Resources, Inc., 1971. High Reduction Microfiche.

Material relating to all aspects of American life and literature from its beginnings to the outbreak of World War I. Included are pamphlets, periodicals, public and private documents, biography, fiction and non-fiction, poetry, collected works and papers, material of foreign origin relating to America, and many rare books. Over 100,000 items are represented in the collection. Cataloging of individual titles in the collection is in progress, but for certainty of coverage the researcher should consult the printed guides: Author (Ref. Z1236.L52), Title (Z1236.L55), Subject (Ref. Z1236.L54) and Biblioguide (Ref. Z1236.L55). The latter analyzes the collection in detail, citing whole books, chapters and parts of books, periodicals, documents, etc. under 565 topics.

Pamphlet literature has been notably under-used by students of American history. The major problem has been accessibility. An excellent effort has now been made to make this material available.

Pamphlets In American History. Groups I and II. Sanford, North Carolina: Microfilming Corporation of America, 1978- . Microfiche.

Together, these two groups include over 10,400 titles. Types of pamphlets include: campaign literature, memoirs, personal

narratives, published letters, travel accounts, eulogies, commemorative addresses, sermons, obituaries, biographies, autobiographies, published diaries, journals, speeches, legal decisions, and trade union leaflets. Group I is concerned with the Revolutionary War, Indians, women, general biography, and Revolutionary War biography.

Group II is concerned with labor, tariffs and free trade, and civil liberties. Group III, not yet published, will cover the Civil War, Reconstruction, and Black history. Short title lists and a bibliographic guide are available for each collection. In addition, each pamphlet will be fully catalogued in Lockwood Library's card catalog.

B. Great Britain

Since 1950 books submitted for copyright in the British Isles have been recorded in the British National Bibliography (Ref. Z2001.B75). They are grouped by Dewey Decimal classification, and author and title indexes are included. New entries are published weekly, with monthly indexes and quarterly cummulations. There is one cumulation for each year since the bibliography has been published.

For books published before 1950, Mansell and the British Museum Catalog should be consulted. The British Museum General Catalog of Printed Books (Ref. Z921. B87) which covers acquisitions up to 1955 is composed of 263 volumes. Supplements bring it up to 1970. The Department of Printed Books (until the formation of the British Library in 1973 a component of the British Museum) has one of the world's largest collections of printed books and is probably the largest collection in the world for material published prior to the twentieth century. In fact, the library has a larger collection of European imprints than most of the major libraries of Europe, German and French publications are especially well represented. In all, the collection comprises over 8,500,000 books.

Subject access to the collection is provided by a series of subject indexes which now cover books added to the collection 1881-1960.

There are two microfilming projects which will eventually make a large portion of pre-1700 British publications available to scholars. They are based upon two important components of the British national bibliography.

MIC A 2002 P77 also Ref.

Pollard, Alfred William. A Short-Title Catalog of Books Printed In England, Scotland, Ireland, and of English Books Printed Abroad, 1475-1640. Compiled by A.W. Pollard and G.R. Redgrave, with the help of G.F. Barwich, Goerge Watson Cole, Ethel Fegan...and others. London: The Bibliographical Society, 1926.

Cited volumes document the English Renaissance and include the earliest editions of such classics as Chaucer's Canterbury Tales and Malory's Morte d'Arthur. Especially important for historians: military, religious, legal, Parliamentary and other public documents as well as royal statutes and proclamations are reproduced in their original printed versions.

Nearly all of the 26,500 titles in this comprehensive bibliography will be made available in the nearly completed microfilm collection Early English Books, 1475-1640 (University Microfilms). Reel numbers for titles that have been filmed to date are posted

in the margins of the Current Periodicals/Microforms Department's copy of this bibliography. In addition, University Microfilms produces guides to the films each year (MIC PR 1121.U6 Index) and, from time to time, cross reference indexes from the Short Title Catalog number to reel number (MIC PR 1121.U6).

MIC Z 2002 W5 3v. also Ref.

Wing, Donald Goddard. Short-Title Catalogue of Books Printed in England, Scotland, Ireland, Wales, and British America, and of Books Printed in Other Countries, 1641-1700. N.Y.: Index Society, 1945-51. 3v.

Over 50,000 titles compose this bibliography which covers the years of the English Civil War, the Interregnum, and the Restoration. Included are first editions of: Milton, Dryden, Bunyan, Hobbes, Locke, and Newton. The rise of the mercantile class and the first English settlements in the New World are documented.

In addition to the Wing material, many items from the Thomason Tracts are also included. This indispensable resource for the study of the Civil War, Restoration, and Commonwealth is overwhelmingly political and includes speeches made in Parliament, tracts on religious and political issues, gossip, songs, jokes, sermons, and diatribes.

The microfilm project is Early English Books, 1641-1700 (University Microfilms). Reel numbers for items which have been filmed are posted in Wing and University Microfilms guides (MIC PR 1121.U62) are published each year. The Thomason Tracts are described in the guide to the 7th Series Year (MIC PR 1121.U62). There is also an index between Wing or Thomason number and reel number (MIC PR 1121 .U62 Cross Index).

C. France

Access to both current and retrospective French books is provided in a number of ways. One is through a weekly publication of booksellers of France, Bibliographie de la France or Biblio for short. Annual cumulations are available for the years 1956-1978. Les Livres de l'année for 1956-1970 and Les Livres de l'année - Biblio from 1971 to present (Ref. Z2161.L965). Author, title, and subject access is provided.

The current series is issued in a variety of forms. The regular weekly Biblio contains a list of "Les Livres de la Semaine," general articles and articles of interest to the book trade, and a subject classified list of new books to which access is provided by author and title indexes. Tables Trimestrielle is the quarterly cumulation of books listed and Les Livres du Mois is the monthly cumulation. In the former material is arranged by author with title indexes; in the latter it is classed by subject with author and title indexes.

Subject access to French books of earlier centuries is provided by a number of bibliographies and book trade tools which are discussed in Sheehy and Malclès (See Section I).

The National Library of France is the Bibliotheque Nationale which now holds over 6,000,000 printed volumes. Since 1536, during the reign of Henry II, a copy of every book legally published in France has been deposited in this library. Though its holdings for France are comprehensive, published access to the collection is inadequate. The catalogue to this library, the Catalog Général des livres imprimés de la bibliothèque Nationale was begun in 1897 and is yet to be completed having now reached v.227 or "Wuzel" (Ref. Z927.P2). Moreover, this means that authors whose names begin with "A" published since 1897 do not appear in the catalog; and in the 1950's it was decided to establish 1959 as a cut off date effective with volume 198 and books published between 1960 and 1969 will be listed separately in Catalog Général des livres imprimés, 1960-1969. Lockwood owns the earlier supplement, 1960-64 (Ref. Z927.P23).

French books are far more accessible in the National Union Catalog and the British Museum catalogues.

For French publications written before 1600 and before 1700 respectively there are two important, though still incomplete, microfilm collections available for loan from the Center for Research Libraries based upon:

Ref. Z 2162 B86 — British Museum. Department of Printed Books. Short-Title Catalogue of Books Printed in France and of French Books Printed in Other Countries From 1470-1600 Now in the British Museum. London: Trustees, 1924.

The title of this collection is French Books Before 1600, (Erasmus) Materials from other sources have been added as well. 12,000 editions are cited in this bibliography which includes many items not found in the catalogue of the Bibliotheque Nationale.

Ref. Z 2162 B87 — British Museum. Department of Printed Books. A Short Title Catalogue of French Books, 1601-1700, In the Library of the British Museum, by V.F. Goldsmith. Folkstone: Dawsons of Pall Mall, 1963-73.

The title of this collection is: French Books, 1601-1700, (Erasmus) This bibliography contains over 21,000 entries for items written in French or written in any language in a place which is today part of metropolitan France. Material from other sources has been added to the project as well.

Consult the Center handbook for additional relevant collections.

D. Germany

German publishing from 1700-1910 is well covered in three bibliographies:

Ref. Z 2222 H34 — Heinsius, Wilhelm. Allgemeines Bücher-Lexikon...1700-1846. Leipzig: Johann Friedrich Gleditsch, 1812-1848. 10v.

Books, pamphlets, and periodicals are arranged alphabetically by author or catch-word titles in chronological periods.

Ref. Z 2234 F4K2

Kayser, Christian Gottlob. Vollständiges Bücher-Lexikon, 1750-1910. Leipzig: Tauchnitz, 1834-1911. 36v.

Lists books, pamphlets, and periodicals alphabetically by author with some title entries. Subject indexes provided 1750-1832; 1896-1912.

Hinrichs, firm publishers, Leipzig. Fünfjahrs-Katalog der im deutschen Buchhande erschienenen Bücher Zeitschriften, Landkarten, etc.: Titel verzeichnis und Sachregister, 1851-1912. Leipzig: Hinrichs, 1857-1913. 13v.

Alphabetically by author with subject access.

Beginning in 1911 Deutsches Bücherverzeichnis (Ref. Z 2222.K2) constitutes a comprehensive listing of books printed in Germany as well as in Austria and Switzerland. However, it is published in Leipzig, now part of East Germany, and a similar publication Deutsche Bibliographie has been published in West Germany since 1947 (Ref. Z 2221.D475). Both publications attempt to cover all books published in German. Also published in East Germany is the Deutsche Nationbibliographie. A publication of the Deutsche Bucherei, the national library of the GDR in Leipzig.

Deutsche Bibliographie is issued in a number of series. For current and recent material the tool is Wöchentliches Verzeichnis (Ref. Z2221.D475). It is published in three parts.

Reihe A - published weekly and covers books newly commercially published.

Reihe B - published every other week for books published by non-commercial organizations such as learned societies, universities, etc.

The monthly, quarterly, and annual indexes respectively to A and B are comprehensive and refer back to the weekly issues. Access is by author, title and keyword/subject.

Reihe C - published quarterly and devoted to maps.

These publications are all arranged by a series of subject headings which appear on the cover of each issue. Author, title, and subject/keyword indexes are provided.

Eventually Reihe A and selections from Reihe B are cumulated into the Deutsche Bibliographie: Halbjahres-Verzeichnis (Ref. Z2221.F72) a semiannual cumulation of Wöchentliches which is issued in two parts: alphabetically by author and by subject/keyword - or "Titelverzeichnis" and "Stich-und-Schlagwortregister." Deutsche Bibliographie: Fünfjahres-Verzeichnis (Ref. Z2221.D3) is the five year cumulation.

For German publications written before 1600 there is an important microfilm collection available for loan from the Center for Research Libraries based

upon:

Ref. Z 2222 B73 — British Museum. Department of Printed Books. Short Title Catalog of Books Printed in the German-Speaking Countries from 1455-1600 Now in the British Museum. London: Trustee of the British Museum 1962.

Materials from other locations as well have been added. The microfilming effort is entitled: German Books Before 1600, (Erasmus).

There are other collections as well; consult the Center's handbook and catalogues (See Section VI).

V. Using the Card Catalogue to Best Advantage

The procedures and tools thus far outlined transcend the holdings of a particular library. Skill in the actual use of a library's card catalogue is a prerequisite for research and, of course, your work may be on a more basic level and not require material other than that available at Lockwood. In such a case, the subject bibliographies in the subject portion of the card catalog or the author bibliographies in the author/title portion of the card catalog may be sufficient.

The basic design and mechanics of the card catalogue are discussed fully in most research handbooks. See especially:

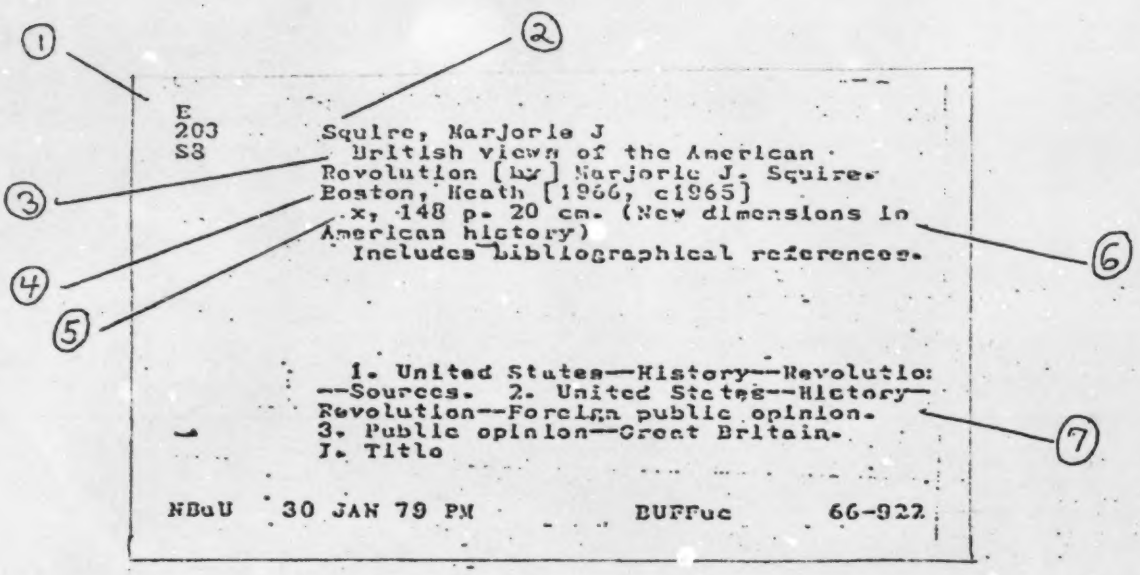
Ref. Z 665 G3 1979 — Gates, Jean Key. Guide to the Use of Books and Libraries. New York: McGraw-Hill Book Company, 1979.

Discusses all aspects of library mechanics and reference tools in a manner easily understood. An annotated list of basic historical reference works is included.

Lockwood Library has a divided card catalog. That is, its catalog is divided into two sections: Author/Title and Subject. Therefore, a book can be found in at least three ways: by author, title, and subject. Generally there will be no less than three cards per book; many times there are more.

The mechanics of a catalogue card are best explained by an explication of the card reproduced on the next page.

BEST COPY AVAILABLE



1 - CALL NUMBER - consists of the class number (E203) and the author number or "cutter number" (S8), which is a letter-number combination of the author's name.

2 - AUTHOR'S NAME - Marjorie J. Squire

3 - TITLE - British Views of the American Revolution

4 - IMPRINT - includes the place (Boston), name of the publisher (Heath), and date of publication (1966, c1965).

5 - COLLATION - describes the physical characteristics of the book: that it is 20 cm high and has 148 pages.

6 - NOTES - indicates that it is part of a series (New Dimensions in American History) and indicates the nature of its bibliography (includes bibliographical references).

7 - TRACINGS - record on the main entry card, generally the author card, of all subject headings under which a work is represented in the card catalogue. Three subject headings, from the Library of Congress subject headings list, have been assigned to this title. Since it is accessible in the card catalogue also by author and title it is represented by a total of five cards.

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To utilize the subject portion of the card catalog to greatest advantage it is necessary to understand the design and use of: Library of Congress Subject Headings (Ref. Z695.U4749); it is necessary to be alert to its supplements and corrections which are periodically issued in paper.

An explication of a sample taken from LC Subject Headings follows. It is a compressed version of an actual schedule of headings.

United States
— History *(E178) (Continued)* ——— (1)
The subdivisions used under Revolution and Civil War only have been given. The same subdivisions may be used under other wars, e.g. United States—History—King William's War, 1689-1697—Addresses, sermons, etc.; United States—History—Queen Anne's War, 1702-1713—Personal narratives; United States—History—Colonial period, ca. 1600-1775—Sources.
Histories of Indian wars are entered under Indians of North America—Wars, and subdivision Wars under names of Indian tribes, e.g. Modoc Indians—Wars, 1873. Histories of particular Indian wars, battles, campaigns, etc. are entered under their respective names, e.g. Pequot War, 1636-1638; Tippecanoe, Battle of, 1811; St. Clair's Campaign, 1791.
—— Colonial period, ca. 1600-1775 (2)
(E~~56~~-199)
x Colonial wars
——— Sources
Note under United States—History
—— King Philip's War, 1675-1676
See King Philip's War, 1675-1676
—— King William's War, 1689-1697
(E196)
sa Port Royal (N.S.) Expedition, 1690
Quebec Expedition, 1690
Schenectady, N.Y.—Destruction, 1690 (3)
x Anglo-French War, 1689-1697
King William's War, 1689-1697
xx Indians of North America—Wars—1600-1750
——— Addresses, sermons, etc.
Note under United States—History
Indians of North America—Wars—1750-1815
Seven Years' War, 1756-1763
—— Revolution, 1775-1783 *(E201-298)*
x American Revolution
Revolution, American Revolutionary War, American War of the American Revolution
xx Revolutions
United States—History—Revolution, 1775-1783—Jewish participation
——— Foreign public opinion *(E249.5)* ——— (4)
——— French participation *(E265)*
xx United States—History—Revolution, 1775-1783—Foreign participation

1 - The basic heading is United States and the first major division is United States - History. The basic class or browsing number for this broad subject is E178. The scope notes explain the mechanics necessary for understanding what follows.

2 - Dashes indicate the number of terms which follow the initial heading United States in the construction of a heading. For example, headings are: United States - History - Colonial Period and United States - History - King William's War, 1689-1697.

3 - Codes which appear in the list are interpreted as follows:

sa - reference to other approved headings
x - a heading that is not used
xx - related headings that are used

4 - To return to the sample card, one of the subject headings under which it may be found is: United States - History - Revolution - Foreign Public Opinion.

Only a brief glance into Lockwood's Subject Catalogue will reveal the awesome number and specificity of Library of Congress subject headings. Note that while there are many tabs (raised cards) in the catalogue for headings, this service has not been continued. Subject headings are presently typed at the tops of cards in the subject portion of the catalog, but in the past the appropriate tracing at the bottom of the card was circled.

If there are neither headings nor references, look for alternate words or phrases in Library of Congress Subject Headings which are commonly used to designate the topic in question.

Always to be considered when using the card catalogue is the inevitability that some pertinent material may be contained in works devoted to and entered under broader subject headings. That is, individual essays in a collection may not be accessible by either their authors or specific subject. Many abstracts provide access to some of this otherwise hidden material. But a tool always to be used in conjunction with the card catalog is:

Ref. PN 41 S31 — Essay and General Literature Index, 1900- . N.Y.: Wilson, 1901- .

Designed to provide access to essays hidden in collective works and to "Festschiften", publications celebrating an event or honoring a person. Arrangement is in one alphabet and includes author, subject, and title entries. A list of books indexed concludes each volume.

VI. Interlibrary Loan and the Center for Research Libraries (CRL)

Finally, if you locate material and it is not owned by the University's libraries, you have the option of either checking other libraries or submitting an interlibrary loan request. Note that you have borrowing privileges in in New York at all SUNY Libraries. Also, check with Lockwood Library's Circultion Department to determine other borrowing options which may be available.

Interlibrary Loan is a voluntary, cooperative arrangement among libraries both inside the United States and abroad. Each request for an item to be secured through ILL must include a complete bibliographic citation and a verifiable source of reference before it can be processed. Preferred as "verifiable sources" are tools such as the national bibliographies discussed in this guide - particularly the National Union Catalog. However, if an item cannot be located in NUC the ILL or Reference Departments will instruct you in consulting alternate sources or will resort to other means of verification. Verification is the library's guarantee that it is presenting other libraries with accurate and legitimate requests. Once a request is submitted and verified, it is transmitted by mail or teletype to the library or network most likely to fill it as quickly as possible.

One of the most important ways in which requests for domestic and international research materials are filled is through loans from the Center for Research Libraries (CRL). SUNYAB is a member of this institution and, therefore, has the right to borrow CRL materials for its patrons. In addition, the Center buys certain materials on demand and member libraries vote on the advisability of acquiring collections not in the "demand" category". Thus, if there are research materials, either individual items or microfilm collections, which you require for your work and Lockwood neither owns, nor is able to purchase them, it, nevertheless, can present them as candidates for purchase to CRL. Unfortunately, if you are rushed, this procedure may prove a disappointment for it can span several months. However, if the requested item is held by CRL - and is not in use - you may have it within a week.

Clearly, it will help you in your work to familiarize yourself with the purpose and scope of collecting done by CRL. Consult the Handbook: The Center for Research Libraries, 1978 (Ref. Z733.C52345). For a catalogue of the Center's monograph holdings consult: The Center for Research Libraries Catalogue. Monographs (Ref. Z881.C512). Many supplements have appeared since its first publication in 1969, and it should be remembered that CRL is always adding titles. Since you will eventually be submitting your request to the Interlibrary Loan Department, consult personnel there if you do not find what you're looking for.

Finally, if our collection is missing something that you need please notify the bibliographer for that subject area or the Head of Collection Development.